

**HELPFUL PHONE
NUMBERS AND
WEBSITES**

1. MISSOURI DEPARTMENT OF
REVENUE
(417) 895-6474
2. MISSOURI SECRETARY OF
STATE
www.sos.mo.gov
3. BRANSON FIRE DEPARTMENT
(417) 243-2780
4. BRANSON BUILDING DEPART.
(417) 337-8505 OPTION 2
5. TANEY COUNTY LICENSING
DIVISION
(417) 546-7216
6. MISSOURI DEPARTMENT OF
LIQUOR CONTROL
(816) 889-2574
7. TANEY COUNTY HEALTH
DEPARTMENT
(417) 334-4544 Option 3

FINANCE
DEPARTMENT



"Where values are the difference"

City of Branson-Licensing

110 W. Maddux, Ste. 200
Branson, MO 65616
Phone: (417) 334-3345 ext. 3230
Fax: (417) 335-6042
www.bransonmo.gov/finance

Monday – Friday, 8:00 AM – 4:30 PM

**BUSINESS/
CONTRACTOR
REGISTRATION
FORM**

INSTRUCTIONS

**City of Branson,
Missouri**

HOW TO COMPLETE YOUR REGISTRATION

Thank you for your interest in starting a business in Branson. Following are some instructions on completing the registration forms, which are available online at www.bransonmo.gov/finance or at the City of Branson Finance office. If you should need further assistance please do not hesitate to contact the City Licensing Division at (417) 334-3345 ext. 3230.

1 . Registration Type. Please check the box indicating the type of registration you are applying for.

2 . Name of Corporation. If applicable, fill in the name of the corporation or Limited Liability Company.

3 . Name of Business. The business name must to be registered with the Secretary of State at www.sos.mo.gov.

4 . Phone/Fax/E-Mail. These numbers will be actually given out, if anyone asks. So it should be the actual business phone and **not**, for instance, be the corporation number.

5 . Business Address. The physical location of the business even if it is not in city limits, or is your home.

6 . Mailing Address. Fill-out only if different from your business address.

7 . Type of Ownership. Check the box that best describes how your business is legally set up.

8 . Name of Owner(s), Partners, Corporate Officers, etc. List the owners, partners, or officers of your business.

9 . Business Description. Give a concise description of the types of transactions the business will conduct.

10 . FEIN. All employers are required to obtain a Federal Employers Identification Number for tax purposes. Not applicable for Contractor Registration.

11 . Missouri Retail Sales License. All businesses selling retail are required to obtain this license. A copy of this license is required showing business address as listed in #5. The Missouri Department of Revenue can answer any questions regarding the retail sales license, and can be reached at (417) 895-6474. Not applicable for Contractor Registration.

12 . Fee Schedule. Fees are based on the highest expected number of employees in the Branson business. Circle number of employees and license fee for your business.

13 . Worker's Compensation. Contractors with employees must provide a copy of Workers' Compensation insurance. Exceptions are for landscapers

and contract cleaners. Signature required if exempt. Not applicable for Business Registration.

14 . Building Owner Information. Building owner's name and phone required. Not applicable for Contractor Registration.

15 . Emergency Information. Emergency contact can be the same as a person listed on the front, but an alternative number must be provided. Not applicable for Contractor Registration.

16 . Fire Inspection. In the course of getting a business license, the Fire and Building dept. must be called. Typically inspections are done on Fridays, but other arrangements can be made if scheduled in advance. Not applicable for Contractor Registration.

17 . Alarm Permits. If business has a burglar alarm, alarm must be registered with the Police Department. Likewise fire alarm systems must be registered with the Fire Department. Not applicable for Contractor Registration.

Special notes: ** Sign and print your name at the bottom of the registration and provide a contact phone number in case of questions regarding the application.

** Normal processing for registration is 3 to 5 business days once all required documents are supplied to the City.

** License fees are due at the time of application.

** Licenses are valid May 1 through April 30 of the following year.